

MADERA COUNTY

ACCOUNT CLERK I ACCOUNT CLERK II

DEFINITION

Under supervision (Account Clerk I) or general supervision (Account Clerk II), to perform a variety of clerical accounting and statistical record keeping work involving the maintenance and processing of a variety of records; to provide information and assistance regarding inquiries concerning an assigned work area; to perform office assistance assignments; and to do related work as required.

SUPERVISION EXERCISED

Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

Account Clerk I--This is the entry level in the Account Clerk class series. Positions at this level usually perform most of the duties required of the positions at the Account Clerk II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

Account Clerk II--This is the full journey level in the Account Clerk class series. Positions at this level are distinguished from the Account Clerk I level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Incumbents have responsibility for a variety of financial and statistical record keeping assignments which requires background and experience in the area of financial and statistical record keeping where assigned. Positions in this class series are flexibly staffed and positions at the Account Clerk II level are normally filled by advancement from the Account Clerk I level. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the Account Clerk II level.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Gathers, assembles, posts, and tabulates financial and statistical data and information; maintains a variety of financial and statistical records; assists with the preparation of financial and statistical reports; processes warrants, bills, and other documents involved in financial record keeping; verifies purchase orders; prepares and distributes warrants; assists with the maintenance of work and time records; receives monies and maintains records of receipts; balances cash received and prepares deposits; maintains subsidiary ledgers; receives, reviews, and maintains information concerning claims; receives telephone calls and provides information to County staff and the public regarding the functions and policies of assigned area; performs a variety of general office assistance assignments; as assigned, computes and types bills for taxes and other services; maintains financial and statistical records for public assistance eligibility and programs including audits and verifies eligibility determination calculations; issues business licenses; operates modern office equipment including typewriter, and calculating and computer equipment.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Account Clerk I

Knowledge of:

Basic principles and procedures used in clerical accounting record keeping and reporting.
Principles of basic report preparation.
Modern office practices, methods, and computer equipment.
Principles and practices used in dealing with the public.
Use and application of computer equipment and software programs relative to assigned area.
Basic mathematical principles.
Alphabetical, numerical, and subject matter filing systems.

Skill to:

Operate modern office equipment including calculating equipment.
Type and enter data at a speed necessary for successful job performance.

Ability to:

Learn to perform the full range of Account Clerk duties including maintaining appropriate files and compiling information for reports.
Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
Identify and reconcile errors.
Accurately tabulate, record, and balance assigned transactions.
Perform mathematical computations quickly and accurately.
Meet and deal tactfully and effectively with the public.
Respond to questions from the public and County personnel regarding policies and procedures for assigned area.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two years of general clerical experience preferably including some financial or statistical record keeping.

Training:

Equivalent to the completion of the twelfth grade.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Account Clerk II

In addition to the qualifications for an Account Clerk I:

Knowledge of:

Principles and procedures used in clerical accounting record keeping and reporting.

Generally accepted clerical accounting and bookkeeping principles and procedures and their application to general accounting transactions.

Automated financial management systems related to assigned functions.

Ability to:

Perform the full range of Account Clerk duties including maintaining appropriate files and compiling information for reports.

Assist in the preparation and maintenance of accurate and complete financial and statistical records.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two years of clerical accounting and bookkeeping experience comparable to that of an Account Clerk I with Madera County.

Training:

Equivalent to the completion of the twelfth grade.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Effective Date: May, 1995